

<b>FILE MAINTENANCE AND DISPOSITION PLAN</b> Date Prepared: 11/28/06 Date Updated: 02/23/07, 03/13/04, ORC, 9/05/07					
<b>OFFICE NAME:</b> Office of Compliance & Enforcement, Immediate Office General		<b>OFFICE CONTACT PERSON:</b> Creagh Brownell, (206) 553-1505		<b>REGIONAL RECORDS MANAGER:</b> Joyce Aoyama	
Total Volume of Records for this File Station:		Total number of File Drawers: Legal size: Letter size:			
<b>FILE PLAN</b>					
<b>AGENCY FILE CODES</b>	<b>OLD FILE CODE</b>	<b>AGENCY CATEGORY TITLE</b>	<b>SERIES TITLE</b>	<b>DISPOSAL INSTRUCTIONS</b>	<b>NARA DISPOSAL AUTHORITY</b>
301-091 082	EPA 082a	Response to Audit, Evaluation, and Investigation			
<a href="#">301-093 006</a>	PROG 006b	<u>Program Management Files - Correspondence/Subject Files</u> <b>Item b:</b> Other than senior officials		<b>Item b:</b> Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.	N1-412-06-6/2 <b>Status:</b> Final 12/31/09
304-104-02 145	EPA 145a	Program Development Files			

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
<a href="#">305-109-02-04 140</a>	EPA 140	<p><b><i>Speeches and Testimony</i></b></p> <p><b>Item a(1):</b> Senior officials - Nonelectronic</p> <p><b>Item a(2):</b> Senior officials - Electronic</p> <p><b>Item a(3):</b> Senior officials - Electronic copy of records transferred to the National Archives</p> <p>Item b: Other federal employees when the speeches are not necessary to document the Agency or its programs</p>	<p><b>Item a(1):</b> Permanent Close inactive records at end of calendar year. Transfer to the National Archives 10 years after file closure.</p> <p><b>Item a(2):</b> Permanent Close inactive records at end of calendar year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p><b>Item a(3):</b> Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p><b>Item b:</b> Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.</p>	N1-412-06-8 <b>Status:</b> Final 1/31/2011	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
<a href="#">305-109-02-04 200</a>	EPA 200	<b><i>Training Material</i></b> <b>Item a:</b> Routine training materials <b>Item c(1):</b> Mission-related training materials - Nonelectronic <b>Item c(2):</b> Mission-related training materials - Electronic <b>Item c(3):</b> Mission-related training materials - Electronic copy of records transferred to the National Archives	<b>Item a:</b> Disposable - Close inactive records after course or material is superseded. Destroy 5 years after file closure. <b>Item c(1):</b> Permanent - Close inactive records after course or material is superseded. Transfer to the National Archives in 5 year blocks 20 years after file closure. <b>Item c(2):</b> Permanent - Close inactive records after course or material is superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <b>Item c(3):</b> Disposable - Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.	N1-412-06-11 <b>Status:</b> Final, 4/30/2012	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
<a href="#">305-109-02-04 250</a>	EPA 250	<p><b><i>Publications and Promotional Items</i></b></p> <p><b>Item a(1):</b> Items depicting EPA's environmental mission activities - Nonelectronic</p> <p><b>Item a(2):</b> Items depicting EPA's environmental mission activities - Electronic</p> <p><b>Item a(3):</b> Items depicting EPA's environmental mission activities - Electronic copy of records transferred to the National Archives</p> <p><b>Item b:</b> Routine publications or promotional items</p> <p><b>Item c:</b> Working papers and background materials</p>	<p><b>Item a(1):</b> Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 20 years after file closure.</p> <p><b>Item a(2):</b> Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <b>Item a(3):</b> Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p><b>Item b:</b> Disposable Close inactive records after</p>	N1-412-06-9 <b>Status:</b> Final, 4/30/2012	
305-109-02-04 309	EPA 309 a, b	Information Requests and Acknowledgment Files			

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<a href="#">306-112 007</a>	DIRE 007 a, b	<u><b>Directives and Policy Guidance Documents Issued by Specific Programs and Regions</b></u> <b>Item a(1):</b> Published or released to the public and related background materials - Nonelectronic <b>Item a(2):</b> Published or released to the public and related background materials - Electronic <b>Item b:</b> Unpublished or not released to the public and related background materials	<b>Item a(1):</b> Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives in 5 year blocks, 20 years after file closure. <b>Item a(2):</b> Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <b>Item b:</b> Disposable Close inactive records upon decision to not publish or issue. Destroy 10 years after file closure.	N1-412-06-7 <b>Status:</b> Final, 12/31/2010	
401 110	EPA 110a	Office Administrative Files	Item a: Disposable Destroy when 2 years old	GRS 23/1 <b>Status:</b> Final 1/31/2009	
401 127	COR 127a	General Correspondence			
0 008	NONR 008	Nonrecords			

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